IDIS Guidance for HOPWA Formula Grantees
Office of Community Planning and Development
U.S. Department of Housing and Urban Development

The following guidance is provided to HOPWA Formula Grantees utilizing IDIS for financial and annual accomplishment reporting. HUD will utilize IDIS information to supplement accomplishment information as presented in the CAPER.

Definitions

Per 24 CFR 574 for the Housing Opportunities for Persons With AIDS (HOPWA) program, HUD defines the following terms for HOPWA Grantees:

HOPWA Formula Grantee means any State or Eligible Metropolitan Statistical Area (EMSA) that is designated by statute and regulation to qualify for HOPWA formula funding. A unit of general local or State government may be designated as the recipient of HOPWA funds for the qualifying jurisdiction. HOPWA grantees may allocate up to 3 percent of their HOPWA allocation for administrative costs as defined in 24 CFR 574.

HOPWA Project Sponsor means any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to carry out eligible HOPWA activities. The selection of project sponsors is not subject to the procurement requirements of 24 CFR 85.36. Project sponsors may allocate up to 7 percent of the grantee awarded allocation for administrative costs as defined in 24 CFR 574.

Administrative Costs means costs for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

Eligible Activities are those activities defined in 24 CFR 574.300 as allowable activities to be undertaken by HOPWA grantees or project sponsors. Such activities include:
- Housing information
- Resource identification/technical assistance
- Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services
- New construction (for SRO and Community Residences only)
- Project or Tenant-based rental assistance
- Short-Term rent, mortgage, and utility payments
- Supportive services
- Operating Costs for housing
- Administration

Project and Activity Set-up

Although IDIS offers users a great deal of flexibility in setting up the project and activity structure, HUD recommends a standard structure for HOPWA grantees to ensure accurate and efficient year-end accomplishment reporting.

> ***Projects:*** HOPWA grantees should set-up a separate IDIS project for the grantee and each project sponsor performing HOPWA-related tasks. IDIS projects are tied to the Consolidated Plan year in which they are created and the year of the grant allocation. Projects can (and often do) span multiple years.

> ***Project Matrix Code:*** Project should be coded with the matrix of "31" to identify it as a HOPWA project. If you submit a Consolidated Plan to HUD using C2020 software, IDIS automatically adds a new Plan Year and Project using the C2020 data. However, since C2020 doesn't use the HOPWA Matrix Code for projects (31), you will need to amend the project and change the matrix code to 31.

> ***Activities***: Activities, unlike projects, are created and updated for a specific program year tied to the CAPER or report year. For example, if the Grantee or Project Sponsor provides Scattered-Site Housing for a 2000 project that is expected to span three years, three separate IDIS activities, one for each report year, should be created. Proposed and actual accomplishments would be reported for activity and for each report year.

> ***Activity Matrix Codes:*** Activities should be coded with one of the following matrix codes:
> - 31A Grantee Activity
> - 31B Grantee Administration (up to 3 percent of grant)
> - 31C Project Sponsor Activity
> - 31D Project Sponsor Administration (up to 7 percent of awarded amount)

HOPWA Formula grantees contract with local non-profit or governmental housing agencies to conduct eligible activities. HOPWA grantees should create a project associated with a Consolidated Plan program year for each project sponsor undertaking activities. Activities should be created for each eligible activity the project sponsor is undertaking. For example, if the project sponsor is being funded to operate a tenant-based rental assistance program with supportive services, such as, case management, and administration, three activities should be created under this project. The three activities would be:
- Tenant-Based Rental Assistance
- Supportive Services
- Administration (up to 7 percent of awarded amount)

Accomplishment data would be reported for each of these activities, representing the accomplishments of the project sponsor.

Additionally, grantees should create a project for themselves under which they will create a grantee administrative activity. Grantees may receive up to 3 percent of their allocation as administration.

Facility-Based Activities: HUD **requires** a separate activity for each site address providing facility-based housing. HUD needs to identify individual participation counts for stewardship reporting. Multiple sites cannot be aggregated into a single activity. This exception applies to all grant recipients, regardless of size.

Annual Accomplishment Data

Proposed Accomplishments
Proposed accomplishments should be entered for each activity on the MA04 Common Path screen. A MA04 screen should be created for the current reporting year. Proposed accomplishment types tie to the activity being conducted. For example:
- All housing related activities, including facility-based housing assistance, tenant-based rental assistance, or short-term rent, mortgage, and utility payments should use the accomplishment type of "units". This is coded as – Code 10 – Housing Units.
- Supportive Service and housing information activities should use the accomplishment type of "people". This is coded as – Code 1 – People.
- Resource Identification/Technical Assistance activities should use the accomplishment type of "organizations". This is coded as – Code.9 –Organizations.
- Administrative activities will not have an accomplishment code.

Actual Accomplishments
Accomplishment data should be entered into IDIS, at least at:
1) The end of the program year or
2) The completion of the activity, whichever comes first.

Grantees should complete actual accomplishment on the MA04 screen and through HOPWA accomplishment path.

> *MA04 Screen*: Grantees should enter actual accomplishments as related to the proposed accomplishments entered at the beginning of the report year. After completing the MA04 screen grantees should complete the HOPWA accomplishment path screens.

> *HOPWA Accomplishment Path:* Grantees should complete the HOPWA accomplishment screens for the eligible activity they are conducting. The following chart outlines the path grantees should select when reporting on eligible activities:

Selecting the Correct HOPWA Path

For the following HOPWA activities, grantees should use the identified HOPWA path and complete the outlined screens.

IDIS/HOPWA Activity Category	Select this HOPWA Path	Required HOPWA-Path Screens

Facility-based Housing including:
    Acquisition
    Rehabilitation
    New construction
    Operating costs
    Lease
    Project-based rental assistance
    Technical assistance (SRO & Community Residences Only)
	Facility-based Housing	C04MP02
		C04MP03
		C04MP05
		C04MP12
		C04MP06
		C04MP07
		C04MP08
		C04MP10
		C04MP11

Tenant-based Rental Assistance	Scattered-site Housing	C04MP04 C04MP05 C04MP12 C04MP06 C04MP07 C04MP08 C04MP10 C04MP11
Short-term Rent, Mortgage, and Utility Payments	Scattered-site Housing	C04MP04 C04MP05 C04MP12 C04MP06 C04MP07 C04MP08 C04MP10 C04MP11
Supportive Services	Facility-based Housing w/SS	C04MP03 C04MP09 C04MP05 C04MP10 C04MP11
Technical Assistance/ Resource Identification	Facility-based Hsg. W/SS	C04MP09 C04MP10 C04MP11
Housing Information	Facility-based Hsg	C04MP05 C04MP10 C04MP11
Administration	Facility-based Hsg	C04MP10 C04MP11

The HOPWA Menu offers five different completion paths, however the last choice, *Supportive Services Only*, is no longer used. HOPWA grantees and project sponsors are requested not to use the Supportive Services Only or the Scattered-site Housing w/Supportive Services track for reporting. Supportive Services activities should account for all persons receiving supportive services including those receiving housing in conjunction with the supportive services. Supportive Services should be tracked through its own activity separate from housing expenditures.

Multi-year Activities
In some cases, project sponsors may conduct activities associated with one contract over multiple years. In such cases, many grantees leave the activities open for multiple years, and thus span multiple reporting year. Accomplishment data entered into IDIS may be tied to specific report year through the MA04 screen, but the HOPWA accomplishment path screens do **not** repeat. Thus, grantees entering in accomplishment data will erase over accomplishments entered into the HOPWA accomplishment path when it used for multiple reporting years.

To avoid erasing accomplishment data and to create a record of accomplishments, grantees should create new activities for the new reporting year under the same IDIS project. Residual funding from the previous reporting year's activity will be brought forward to the new activity. The new activity will be used to report financial and accomplishment data for the next reporting year.